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30 October 1954

MEMORANDUM FOR: Executive Officer
Office of Training

SUBJECT : Form No. 51-133, "Request for Training at Non-
CIA Facility"

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1. I have just received the attached carbon copies of the subject form, in the cases of [redacted] two employees of the Management Staff, who made application for Agency-sponsored training at American University.

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2. I gather that the return of these forms to this office constitutes notification that the requested training has been approved by the Office of Training, and that these copies are for our files. However, I note that there is no indication of approval by the Office of Training in the section provided for such action, and I wonder if this could have been an oversight.

3. I would also appreciate advice on whether or not the office sponsoring an applicant for this type of training receives a copy of the subject form or if this office has the responsibility of notifying the parent component of OTR's action.

4. Last, I would appreciate it if the records of the Office of Training were changed to show the undersigned as the TLO for the DD/A's Office. Thus far, communications on training matters have for the most part been directed to [redacted] my predecessor, who is now overseas.

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(5)

[redacted]
Special Assistant to the
Deputy Director (Administration)

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SA/DDA:JAC:hh (30 Oct 54)
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